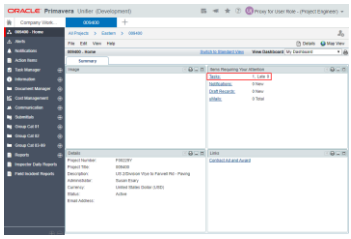
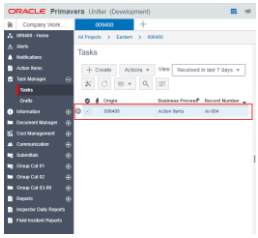
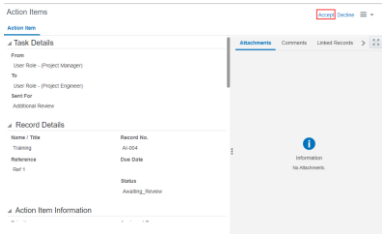
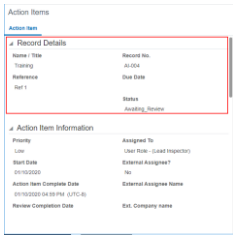
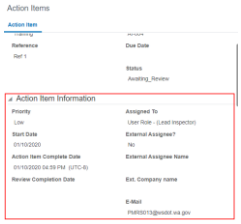
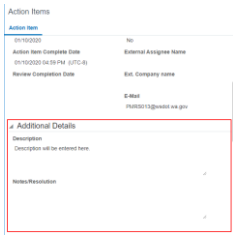
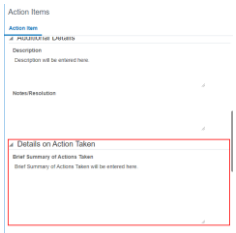
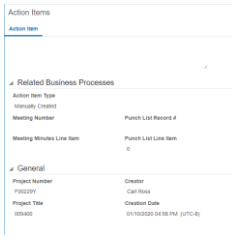
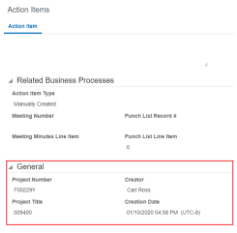
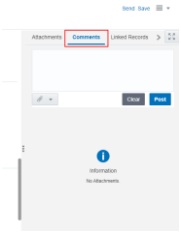
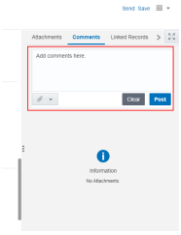
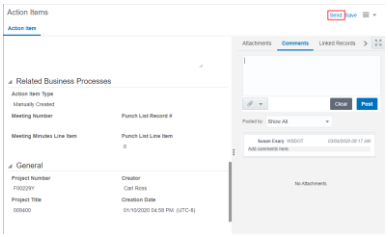
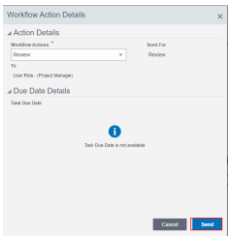
Action Item-4: Additional Review

Step	Action
1.	Click **Tasks**. 
2.	Double-click the **Action Item** Record to open it. 
3.	Click **Accept Task**. 
4.	Review **Record Details** section. 

Step	Action
5.	Review **Action Item Information** section. 
6.	Review **Additional Details** section. 
7.	Review **Details on Action Taken**. 
8.	Review **Related Business Processes** section. 
9.	Review **General** section. 

Step	Action
10.	Click **Comments** tab. 
11.	Add **Comments** and click Post. 
12.	Click **Send**. 
13.	Click **Send** to return the record to the original reviewer. Record will be returned to the Review step of the workflow. 
14.	**End of Procedure.**